

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 18**

**June 8, 2006**

**SUBJECT: JAIL DIVISION FORMS - JEWELRY BOOKING ENVELOPE, FORM 10.8.1, CASH MONEY BOOKING ENVELOPE, FORM 10.8.2, NO MONEY SLIP, FORM 10.8.3, AND RAPID BOOKING SLIP, FORM 10.8.4 - ACTIVATED**

**PURPOSE:** Currently, persons arrested and booked at a Department jail facility, must have all of their personal property sealed in pre-numbered property envelopes. However, the forms utilized during this process have never been established as official Department forms. This Order activates the Jewelry Booking Envelope, Form 10.8.1, the Cash Money Booking Envelope, Form 10.8.2, the No Money Slip, Form 10.8.3, and the Rapid Booking Slip, Form 10.8.4.

**PROCEDURE:**

**I. JEWELRY BOOKING ENVELOPE, FORM 10.8.1 - ACTIVATED.** The Jewelry Booking Envelope, Form 10.8.1, is activated.

**A. Use of Form.** This form is to be used to book jewelry and food stamps when they are the personal property of an arrestee.

**B. Completion.**

1. The arresting or transporting officer will have the arrestee remove all jewelry items. The officers will accurately describe each item on a 3"x 6" Jewelry Booking Envelope, and seal the jewelry envelope.
2. When an arrestee's property includes food stamps, the officers will place the food stamps inside the Jewelry Booking Envelope, write "Food Stamps" on the front of the envelope, and itemize the denomination of each food stamp on the numbered item list on the front of the Jewelry Booking Envelope.

**C. Distribution.**

1 - Original, to Jail Division.

**1 - TOTAL**

**II. CASH MONEY BOOKING ENVELOPE, FORM 10.8.2 - ACTIVATED.** The Cash Money Booking Envelope, Form 10.8.2 is activated.

**A. Use of Form.** The use of this form has not changed.

**B. Completion.** The form shall be completed in the following manner:

The arrestee's money must be placed in the Cash Money Booking Envelope. The arresting officer shall be responsible for counting the arrestee's money, having the arrestee sign for the amount being deposited, and sealing the money envelope. The outside of the Cash Money Booking Envelope shall clearly document the amount being deposited and both the arresting officer's and the arrestee's signatures shall be on the envelope. If the amount is \$500.00 or more, or in the event that the arrestee refuses to sign the envelope, the amount shall be verified by a Jail Division supervisor or sworn supervisor, and take place in the presence of both the arrestee and the arresting officer. The approving supervisor shall indicate verification by placing his/her initials and serial number on the money envelope.

**C. Distribution.**

1 - Original, to Jail Division.

**1 - TOTAL**

**III. NO MONEY SLIP, FORM 10.8.3 - ACTIVATED.** The No Money Slip, Form 10.8.3 is activated.

**A. Use of Form.** The use of this form has not changed.

**B. Completion.** The form shall be completed in the following manner:

If the arrestee does not have any money to be deposited with their property, the No Money Slip shall be filled out by the arresting or transporting officer. Completion of the No Money Slip is self-explanatory.

**C. Distribution.**

1 - Original, to Jail Division.

**1 - TOTAL**

**IV. RAPID BOOKING SLIP, FORM 10.8.4 - ACTIVATED.** The Rapid Booking Slip, Form 10.8.4 is activated.

**A. Use of Form.** The use of this form has not changed.

**B. Completion.** The form shall be completed in the following manner:

The Rapid Booking Slip is completed by the booking officer for all misdemeanor and felony arrests. The Rapid Booking Slip shall be completed by the booking officer, who shall ensure that the form is time stamped upon entering the jail facility. If the arrestee requires medical treatment at a jail dispensary, the booking officer shall fill in the total time required for medical treatment (MT).

**Note:** MT time does not include time at a contract hospital.

If the arrestee does not require medical treatment, the booking officer shall draw a line through these boxes.

**C. Distribution.**

1 - Original, to Jail Division.

**1 - TOTAL**

**FORMS AVAILABILITY:** The Jewelry Booking Envelope, Form 10.8.1, the Cash Money Booking Envelope, Form 10.8.2, the No Money Slip, Form 10.8.3, and the Rapid Booking Slip, Form 10.8.4, will be available for ordering from the Distribution Center, Department of General Services, in about 60 to 90 days.

**AMENDMENTS:** This Order adds Sections 5/10.8.1, 5/10.8.2, 5/10.8.3 and 5/10.8.4 to the Department Manual and amends Sections 4/645.20 and 4/648.03.

SPECIAL ORDER NO.

-4-

**AUDIT RESPONSIBILITY:** The Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "A"